



**Town of Arlington
Office of the Town Manager**

**Sanford M. Pooler
Deputy Town Manager**

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TO: Finance Committee

FROM: Sandy Pooler, Deputy Town Manager

CC: Adam W. Chapdelaine, Town Manager
Ida Cody, Comptroller

DATE: June 15, 2020

RE: End of Year Transfers

Attached for your information and review is a list of anticipated end of year transfer requests, a sheet summarizing the transfers, and attachments of memos or letters from the departments requesting the transfers. I have reviewed year end salary and spending projections with the Comptroller and believe the transfer requests listed below will cover all deficits in spending accounts for Fiscal Year 2020. Please note that the anticipated transfers included in the attachment are subject to change prior to the conclusion of FY 2020. There may also be a need for an additional transfer(s) not included in the attachments. The Town Manager's Office will continue to monitor spending and provide additional information prior to requesting formal action from the Finance Committee

The following is a summary of the transfer requests¹:

Employee Buyouts

Employees who retire from the Town of Arlington are entitled by contract and by town bylaw and state law to payment for various earned benefits, including unused vacation days, buyback of a portion of unused sick days, and for certain employees who were subject to deferred pay increases years ago, a deferred salary payment. There are employees in several departments who retired during FY2020 and who were paid these payments. I recommend making Reserve Fund transfers to the following departments in the following amounts:

Town Clerk, \$96,570

Legal, \$107,370

Planning, \$3,194

Debt

The Treasurer requests a Reserve Fund transfer of \$13,534 to cover debt service payments on a bond issued in 2012 for a culvert running under the Arlington High School parking lot. Previously, this

¹ The Department of Public Works Snow and Ice budget is not in deficit, so a Reserve Fund transfer for snow and ice will not be necessary in FY2020.

debt service has been charged to the Water and Sewer Enterprise Fund, however, the Treasurer/Collector has determined that this payment should be made by the General Fund. It FY2021 and beyond, these payments will be budgeted in the General Fund.

Weatherization

The Town had to stop running its Weatherization Program this winter, because of the effects of the Coronavirus. The program, which installed updated heating and cooling equipment in low income families' house throughout the western metropolitan Boston area, had to stop once it became impossible to enter people's homes. As the memo from Jenny Raitt explains, the Town separated the program's employees from employment, paid them their remaining salaries, their accumulated buyouts, and a small charge for some program software, because at that time the program could not bring in any additional revenue. The Planning Department is working with the state agency that sponsors this program to recoup additional funds, but to close out this year, I recommend appropriating \$54,930 from the Reserve Fund to cover this deficit.

Impact to Reserve Fund

The recommendations outlined above total \$276,318. If approved, the balance in the Reserve Fund would be \$1,271,133.59.

FY20 Transfers, June 17, 2020

Department	Amount Required		Transfer Source	
	Expense	Salaries	Intra-department Transfer	Reserve Fund
Legal <i>Employee Buyout</i>		\$107,370		\$107,370
Town Clerk <i>Employee Buyout</i>		\$96,570		\$96,570
Planning <i>Employee Buyout</i>		\$3,914		\$3,914
Weatherization <i>Employee Buyout and software</i>	\$2,200	\$52,730		\$54,930
Treasurer/Collector <i>Debt</i>	\$13,534			\$13,534
Total	\$15,734	\$260,584	\$0	\$276,318

TOWN OF ARLINGTON
LEGAL DEPARTMENT

Office of the Town Counsel



50 Pleasant Street
Arlington, MA 02476
781-316-3151
Fax: 781-316-3159

MEMORANDUM

TO: Sandy Pooler, Finance Director
FROM: Douglas W. Heim, Town Counsel
DATE: June 15, 2020
SUBJECT: Reserve Fund Transfer

Please accept this memo as a request for a reserve funds transfer in the amount of:

\$107,370.00 [to the Salaries & Wages Account No. 0115181 5100]

The retirement of long time Workers Compensation and Benefits Attorney, Edward Marlenga entitled Mr. Marlenga to a substantial buyout of \$146,874. The amount of the buyout is so substantial because he was, upon information and belief, the longest tenured M-Schedule town employee at the time of his retirement and entitled to several legacy provisions relative to deferred wages, leave balances and other benefits.

Our current available balance is - \$87,874.62

Please contact me should you have any questions. Thank you.



TOWN OF ARLINGTON

DEPARTMENT OF PLANNING and
COMMUNITY DEVELOPMENT

TOWN HALL, 730 MASSACHUSETTS AVENUE
ARLINGTON, MASSACHUSETTS 02476
TELEPHONE 781-316-3090

Date: June 15, 2020

From: Jennifer Raitt, Director of Planning and Community Development

To: Finance Committee
Sandy Pooler, Deputy Town Manager
Ida Cody, Comptroller

cc: Adam Chapdelaine, Town Manager

Re: End of Year Transfer Request

Attached for your information and review is my Department's end of year transfer request, including a spreadsheet summarizing the transfer. This request is in relation to the Menotomy Weatherization Program which has operated as an independent wholly grant-funded program outside of the Department of Planning and Community Development operating budget for many decades. A number of factors led to the suspension of this program and termination of three employees. The last issue was the most challenging for the program: operations were suspended in order to be in compliance with the State of Emergency due to COVID-19. The moratorium on conducting field work during the emergency meant that the program could not conduct or bill for any work. The program operated solely on grant funds that are received only upon achieving production goals. The program is now suspended through the end of the grant-funded fiscal year: September 30, 2020.

The total transfer amount needed to cover the program's operating deficit is **\$54,930**. The following will be covered by this request:

Employee Buyouts

There are no excess salary funds in the Department's budget to pay for employee buyouts. Therefore, a Reserve Fund transfer is needed in the following amount: \$44,987. Employees who retire from or who are terminated by the Town of Arlington are entitled by contract and by town bylaw and state law to payment for various earned benefits, including unused vacation days, buyback of a portion of unused sick days, and for certain employees who were subject to deferred pay increases years ago.

Salaries

The last week of employment for the three personnel was not reimbursable; the total amount is \$4,133. A portion of one employee's time had been spent on CDBG-funded activities earlier in the fiscal year. After that employee's time had shifted away from CDBG-funded activities, the CDBG

account was still being charged for payroll time. \$3,610 needs to be moved from this account to the CDBG fund.

An additional \$2,200 needs to be returned to the State overseeing HEARTWAP to cover software costs related to program operations. Given that the operations have ceased, funds now need to be returned.

Lastly, the deficit appears much higher as a result of requests for payment to various funding sources which have not yet been fulfilled. The Department is awaiting additional reimbursements from various sources which we will receive by the close of the fiscal year.

Should you have any questions regarding this transfer request, I can be reached at jraitt@town.arlington.ma.us.

Sincerely,

A handwritten signature in dark ink, appearing to read "J. Raitt", with a stylized flourish at the end.

Jennifer Raitt
Director of Planning and Community Development



Office of the Treasurer & Collector of Taxes

*Town of Arlington, Massachusetts
730 Massachusetts Avenue
Arlington, MA 02476*

*Telephone Number: 781-316-3031
Facsimile Telephone: 781-316-3089*

Phyllis L. Marshall
Treasurer & Collector of Taxes

Date: June 12, 2020
To: Sandy Pooler, Deputy Town Manager
From: Phyllis Marshall, Treasurer - Collector
Subject: Reserve Fund Transfer Request

A handwritten signature in blue ink, appearing to read "Phyllis Marshall", is written over the "From:" line of the letterhead.

As discussed, previously in April, the Bond Issue dated November 15, 2012 included \$250,000 for AHS Parking Lot Culvert Sewer 2 (I) Series A. It was represented on the debt schedule as an enterprise fund expense and it was not included in the General Fund debt service calculation.

The principal expense is \$10,000 and the interest expense outstanding is \$3,534.

I respectfully request additional funds to cover the shortfall in the amount of \$13,534.

Cc: Ida Cody, Comptroller
Karen Reilly, Deputy Treasurer - Collector